

How to Schedule a School Program

Step-By-Step

1. Choose a program
2. Choose a date
3. Complete and return the School Program Reservation form AT LEAST one month prior to your desired reservation date.
4. Wait until you have received confirmation materials from the Museum. If you do not receive confirmation materials within 10 days after sending in your reservation form, contact the Museum at (909) 788-2747.

Program Availability

Programs are available Tuesday, Thursday and Friday mornings between the hours of 9:30 am and 12:00 pm.

Up to 30 students can be scheduled for a single workshop. Groups with more than 30 students will be divided into smaller groups.

Programs are typically available during the months of September-June.

Self guided groups must make a reservation.

Programs are available on a first-come, first served basis. Every effort will be made to accommodate your reservation request.

General Etiquette

Groups are expected to be on time for all programs. Group leaders must call the museum if they expect to be later than 15 minutes to a scheduled program.

All groups must be chaperoned, and chaperones are responsible for supervising the group at all times.

Please respect the Museum exhibits by refraining from chewing gum, leaning on cases, touching exhibits, etc.

Any group demonstrating irresponsible behavior will be asked to leave.

More on reverse

School Programs Request

Please complete this form, detach and fax or send to the Riverside Municipal Museum.

School Program Request— select ONE program area and option

☐ **Native American**

☐ Option 1: Workshop

☐ Option 2: Cart Conversations

☐ **Riverside History**

☐ Option 1: Workshop

☐ Option 2: Cart Conversations

☐ **Nature Study**

☐ Option 1: Workshop

☐ Option 2: Cart Conversations

☐ **Preschool**

☐ **Self Guided—
no activity**

Date requested

Alternate Date

☐ **Self Guided with
Cart Conversations**

Time requested

Alternate Time

Number of
students

Grade level

Your Name

Today's date

Name of School

School phone number

School Address (street, city, state, zip)

**KEEP TOP OF PAGE FOR YOUR RECORDS.
Detach and send to:**

Riverside Municipal Museum
3580 Mission Inn Avenue
Riverside, CA
92501

Phone: (909) 788-2747
Fax: (909)
369-4970



I have read and understand the chaperone policy.

(initial)

I have read and understand the cancellation policy.

(initial)

I understand that my program will not be confirmed
until I receive confirmation materials. _____ (initial)